

ADMINISTRATIVE — INTERNAL USE ONLY

EYES ONLY

10 AUG 1972

MEMORANDUM FOR: All Deputy Directors and Staff Chiefs

SUBJECT : Internal Management Review of the
Office of Security

REFERENCE : Memorandum attached (Tab A)

1. In connection with meeting relative to reference above held on 8 August 1972 with the following personnel in attendance:

STATINTL

[REDACTED]

ally agreed that a thorough internal management review be made by each Deputy Director and Staff Chief of their respective components.

2. The review will initially encompass a study of functions, organizations and personnel requirements of each component and would include a study to determine whether duplication of effort and marginal operations exist which should be eliminated. Copies of current and, if applicable, proposed organizational changes will accompany each respective study. Consideration would also be given to determining the proper balance between professional and clerical personnel. (For example: a. Would it be advisable to eliminate four GS-05 clerical positions (20 points CSGA) and establish one GS-14 and one GS-06 position (20 points CSGA) to accommodate Top Secret Control functions being transferred to the Office of Security? Ceiling in this instance would be reduced from [REDACTED] b. The feasibility of centralizing the [REDACTED] System could potentially result in a reduction of [REDACTED] positions, etc.)

STATINTL

STATINTL

25X9

EYES ONLY

ADMINISTRATIVE — INTERNAL USE ONLY

- 2 -

EYES ONLY

3. Submission of findings by each addressee will be prepared in six (6) copies for redistribution to each Deputy Director and Staff Chief for review and further discussion at a meeting to be held on 6 September 1972, 1000 hours, in the Office of Security Conference Room. Findings of each addressee will be listed in accordance with instructions contained in Tab B.

4. Follow-up meetings will be scheduled as appropriate to establish overall OS priority objectives and re-evaluate such priorities periodically as required.

STATINTL

Chief, Administration & Training Staff
Office of Security

Attachments

EYES ONLY